



# The Division of Human Resources Employee Self Service - Personal Information

*Keep your personal information up-to-date.*

- Name
- Home/Mailing Addresses
- Phone Numbers
- Emergency Contacts
- E-mail Addresses
- Ethnic/Race Groups
- Public Records Employee Information Exemption

Follow these step-by-step instructions to view or update your personal information:

1. Access the District's home page at <http://www.palmbeachschools.org/>

2. Click on the **Employees** tab.

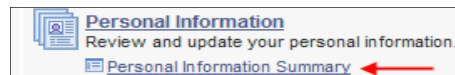


3. Under the Services section on the right, click the Self Service link.



4. Enter your **User ID** and **Password** and then click on the **Sign In** button.

5. Click the **Personal Information Summary** link.



6. Review all of your personal information as listed under the various headings (which are highlighted in dark blue) for accuracy and up-to-date information.

7. If all of your information is correct, there is nothing more you need to do.

8. If there is incorrect and/or incomplete information displayed, click on the yellow button underneath each heading to make the change.

For example, to change your HOME address:

- Click the **Change home/mailing addresses** yellow bar.
- Click the **Edit** button to change your Address **OR** click the **Add a 2nd Address Type** button to add a Mailing Address.
- **If Editing your Home Address, after clicking the Edit button, type your new information OVER the existing information already listed.**



9. Click **Submit**.

10. Click **OK**.

11. After reviewing all information to ensure that everything has been verified and/or updated, sign out of PeopleSoft.

12. **When finished, close all windows.**

13. **Go to Start (lower left corner)**

14. **Click Log Off**

If you need further assistance, please contact the HR Customer Contact Center at (561) 434-8777 (px48777) or via e-mail at AskHR@palmbeach.k12.fl.us

